

		Policy # 0005
Subject: Board Letter Format		
Responsible Department: Clerk of the Board		
Effective Date: 08/21/2018	Revision Date: 7/19/2022	
Ann Edwards County Executive		
David Villanueva Deputy County Executive		
Florence Evans, Clerk of Board		

1. Purpose

This policy sets forth a standard format for Board Letters on agenda items to ensure they are concise, comprehensive and ADA compliant.

2. Authority

N/A

3. Scope

This policy is applicable to all County departments that submit agenda items to the Board of Supervisors.

4. Policy

Attached is the new board letter template. Additional templates for resolutions and PowerPoints are available on the AgendaNet intranet website. All agenda material including but not limited to: board letters, resolutions, ordinances, PowerPoints, contracts, agreements, and maps shall be in Verdana 12-point font.

5. Review:

Annually, or as ADA compliance issues change.

Attachment:

Attachment 1 – Pol. 0005 Board Letter Template